

# IDEA Final Report Process

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Office of Special Education Programs

Regional Meeting of LEAs, Charter Schools and State Agencies

NJ Department of Education  
Office of Special Education Programs



# Agenda

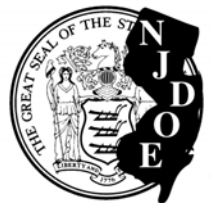
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- IDEA Grant Processes
  - Timely obligation and liquidation
- Local use of funds (Maintenance of Effort)
- Coordinated early intervening services funds
- Nonpublic proportionate share funds
- Final Report Screens (TO DO/NOT TO DO)



# IDEA Grant Processes

NJ Department of Education  
Office of Special Education Programs

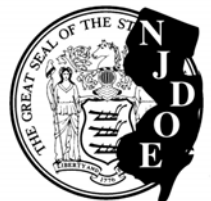


# Original Application

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## Timelines

- Grant Application – Open application around May 1 and grant due June 30 (depends on availability of online system)
- Approval Review – submit date through 8/31
- Program Period – 9/1 through 8/31 ( there is Pre-Award approval on a case by case basis)
- Expenditure of funds within the 27 months of availability (final report /carryover)
- Importance of ensuring timely and appropriate expenditures

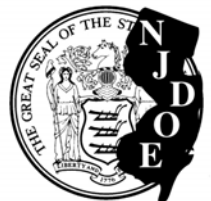


# Final Report

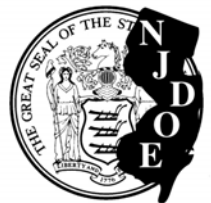
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## Timelines

- Open December 15 through January 31
- Report all expenditures and liquidated obligations through 8/31 (3 months close out obligations)
- All unexpended funds should be carried over into the current fiscal year (the current grant must be amended to include all funds that are shown on the carryover line of the grid)
- Unexpended Funds will automatically be transferred into the current year as an overpayment (FIFO)
- Tied to the new payment system (carryover / overpayment)



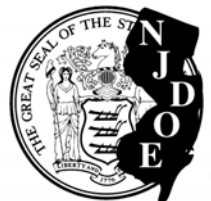
# Local use of funds (Maintenance of Effort)



## Local use of funds (Maintenance of Effort)

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- With certain exceptions, Part B funds must not be used by an LEA to reduce the level of expenditures for the education of children with disabilities made by the LEA from local funds below the level of these expenditures for the preceding year (34 CFR §300.203 (a))
- The final report has edits built in to reinforce the fiscal limits of certain allowable expenditures



# Coordinated Early Intervening Services (CEIS)

NJ Department of Education  
Office of Special Education Programs



# Coordinating Early Intervening Services (CEIS)

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- **An LEA may not use more than 15% of the amount the LEA receives in a given FY, less any amount it has reduced its MOE level, if any, in combination with other funds, to develop and implement coordinated EIS for children in **K through grade 12** who are not currently identified as needing special education but who need additional academic and behavioral support to succeed in a general education environment**
- **Reporting requirements, fiscal restrictions , supplant vs. supplement implications**



# CEIS/MOE: Decision Constraints

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If the State determines that an LEA has a significant disproportionality based on race or ethnicity with respect to identification as children with disabilities or their placement in particular settings, the SEA **must require** the LEA to reserve the maximum amount of funds for early intervening services.

- Reporting requirements include; individual tracking on each student (form to be distributed by the state), number of students being served by funds, amount of funds and how spent by districts



# Coordinated Early Intervening Services Reporting Screen

Overview	District Information	Early Intervening Services	Nonpublic	District Comments	Submit	Application History	Page Review Status	Application Print
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Early Intervening Services

Instructions

In accordance with IDEA 2004, Section 613(f) a local educational agency may not use more than 15 percent of the amount such agency receives under this part for any fiscal year (Section 611), less any amount reduced by the agency pursuant to subsection (a)(2)(C), if any, in combination with other amounts (which may include amounts other than educational funds), to develop and implement coordinated, early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (with a particular emphasis on students in kindergarten through grade 3) who have not been identified as needing special education or related services but who need additional academic and behavioral support to succeed in a general education environment.

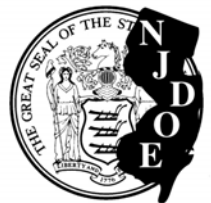
☒ Yes ☐ No Did the district use IDEA funds in the 2008 fiscal year for Early Intervening Services?

<input type="text"/>	How many students were identified and served under this subsection?
<input type="text"/>	Of those students above, how many subsequently received special education and related services through the title (determined eligible and receiving services)?
<input type="text" value="0"/>	Maximum amount available for Early Intervening Services.
<input type="text"/>	Amount used by the district for the provision of Early Intervening Services as described below.

Describe how the funds were used (1000 characters)



# Nonpublic proportionate share funds



# Nonpublic proportionate share funds

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- The LEA is responsible for the expenditures/services required for students with disabilities parentally placed in private schools (Contracts)
- Unexpended funds **MUST** be carried over to the second year for continued use by nonpublic students (34 CFR §300.133(a)(3))
- Program will apply all initial expenditures against any previous year expenditures before accessing new funds
- Reporting requirements: number of students served, services provided, amount of funds used, location of services



# Nonpublic proportionate share funds

Overview	District Information	Early Intervening Services	Nonpublic	District Comments	Submit	Application History	Page Review Status	Application Print
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**Nonpublic** [Instructions](#)

**Participation of Students with Disabilities in Private Schools (Nonpublic)**

Private schools are schools which provide preschool, elementary or secondary education as determined under state law for students placed by their parents or legal guardians and are controlled by other than the public authority. The definition includes secular, nonsecular and early childhood programs.

	Basic (Ages 3-21)	Preschool (Ages 3-5)
Number of students who received services through IDEA funds	<input type="text"/>	<input type="text"/>

List the location(s) where services provided and service(s) received for the students with disabilities identified above who received benefits through IDEA.

Location:	Benefit (Limit 250 Characters):
<input type="text"/>	<input type="text"/>

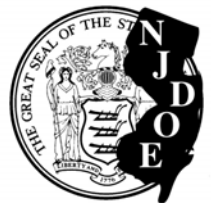
[Add Additional Entries](#)

If services were not provided, explain why not (Limit 1500 characters)

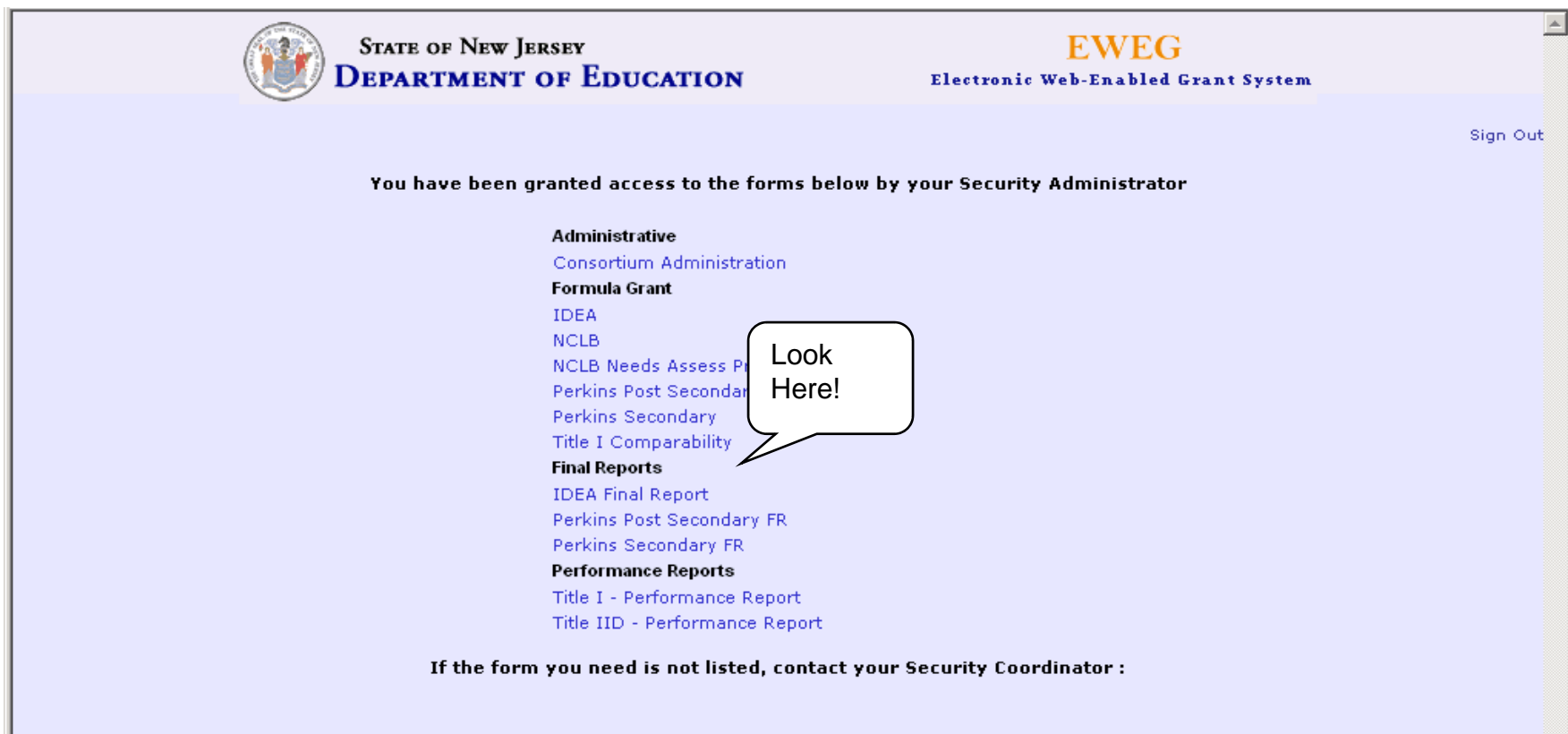
[Save Page](#)



# Final Report Screens (TO DO/NOT TO DO)



- Log In normally
- On the Menu Screen there is a section for Final Reports



STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

EWEG  
Electronic Web-Enabled Grant System

Sign Out

You have been granted access to the forms below by your Security Administrator

**Administrative**  
Consortium Administration

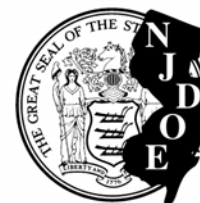
**Formula Grant**  
IDEA  
NCLB  
NCLB Needs Assess Pt  
Perkins Post Secondary  
Perkins Secondary  
Title I Comparability

**Final Reports**  
IDEA Final Report  
Perkins Post Secondary FR  
Perkins Secondary FR

**Performance Reports**  
Title I - Performance Report  
Title IID - Performance Report

If the form you need is not listed, contact your Security Coordinator :

Look Here!



- The next screen is the Application Select Screen - if you have never created the new report you will see a CREATE button in the middle of the screen after you select this, the report will show in list at the bottom.

Application Number: 08000171000

Document: 00000000

County: 010000000

Instructions

Application Select

Open Application

Review Application

Click in the radio button for the fiscal year and then click OPEN APPLICATION. If you are going in for the first time click on 2008 and Create Report, the report will drop into the tray. If you make mistakes and wish to start over click on DELETE APPLICATION

and press one of the following buttons:

Select	Application / Amendment	Original Submit Date	NJDOE Final Approval Date	Status	Status Date
2007-2008					
<input type="radio"/>	08-IDEAFR-00 Original Application			Not Submitted	
2006-2007					
<input type="radio"/>	07-IDEAFR-00 Amendment 1	04-09-2008	05-06-2008	Final Approved	05-06-2008
<input type="radio"/>	07-IDEAFR-00 Original Application	12-18-2007	03-03-2008	Final Approved	03-03-2008
2005-2006					
<input type="radio"/>	06-IDEAFR-00 Original Application	04-18-2007	06-26-2007	Final Approved	06-26-2007
2004-2005					
<input type="radio"/>	05-IDEAFR-00 Original Application	11-08-2005	05-02-2006	Final Approved	05-02-2006

user ID: pgray

# IDEA Final Report Screen - 9 tabs. Not all TABS are required.

**Overview – Informational**

**Early Intervening Services –** Choose Yes or No and fill in information depending on whether or not the district used funds for this purpose in 2008

**LEAs should use this if they are amending or explaining**

**Last Step of the Report –** Run consistency check and **SUBMIT**

**Page Review Status –** Used in the review process if the application is returned for changes to unlock pages

**Overview**

**District Information – Required,** works as it does in the applications

**Nonpublic –** Only those districts that had a nonpublic share need to work on this tab. Districts with a 0 share in both Preschool and Basic may skip this

**Application History – View Only**

**NEW! Selected pages can be printed or the entire report.**

**Instructions**

**REQUIREMENTS**

The applicant is responsible for the use of all funds awarded and the applicant is responsible for submitting all Amendment Applications.

The OMB Circular A-133 Compliance Supplement (Circular A-133) contains the procedures and requirements that must be used in the administration of all federal applications under the Elementary and Secondary Education Act (ESEA), or subject to the General Education Provisions Act (GEPA) or both.

All applicants applying for federal funds should be familiar with the requirements listed in this circular before completing the application to incorporate allowable activities such as Consolidation of Administration Funds, Coordinated Services Projects and Schoolwide Programs.

All recipients of federal funds must comply with the federal audit requirements. A LEA's annual audit must meet the criteria listed in the OMB Circular A-133 Compliance Supplement. New Jersey Department of Education (NJDOE) auditors annually review selected LEAs for compliance with Circular A-133. The entire circular can be obtained at the federal Web site at: <http://www.whitehouse.gov/omb/grants>

Use the Instructions Link for specifics on each page



# Fiscal Sections

Go to the Application Sections in the top right and choose the grant to put in expenditures

<b>Applicant Name:</b> ASBURY PARK Monmouth County	<b>District:</b> 250100	<b>Application Sections</b>
<b>Application:</b> 2007-2008 Original Application	<b>Project Period:</b> Choose Basic or Preschool	IDEA Final Report IDEA Final Report Basic Final Report Preschool Final Report Click to Return to Menu List / Sign Out

Overview	District Information	Early Intervening Services	Nonpublic	District Comments	Submit	Application History	Page Review Status	Application Print
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**Overview**

Instructions

**POST-AWARD REQUIREMENTS**

The applicant is responsible for the use of all funds awarded and for the maintenance of project records for three (3) years following the completion of the activity for which the funds were used. In addition, the applicant is responsible for submitting all Amendment Applications and Final Fiscal Reports in a timely manner.

The OMB Circular A-133 Compliance Supplement (Circular A-133) contains the procedures and requirements that must be used in the administration of all federal applications and programs, including those authorized under the Elementary and Secondary Education Act (ESEA), or subject to the General Education Provisions Act (GEPA) or both.

All applicants applying for federal funds should be familiar with the requirements listed in this circular before completing the application to incorporate allowable activities such as Consolidation of Administration Funds, Coordinated Services Projects and Schoolwide Programs.

All recipients of federal funds must comply with the federal audit requirements. A LEA's annual audit must meet the criteria listed in the OMB Circular A-133 Compliance Supplement. New Jersey Department of Education (NJDOE) auditors annually review selected LEAs for compliance with Circular A-133. The entire circular can be obtained at the federal Web site at: <http://www.whitehouse.gov/omb/grants>



# Expenditure Capture

The next screen is the **Basic (or Preschool depending on your choice) Final Report Screen with 6 tabs. Not all TABS are required for entry.**

The screenshot displays the 'Basic Final Report Screen' with six tabs: Overview, Expenditures, Equipment Inventory, Salary Worksheet, Expenditure Summary, and Page Review Status. The 'Overview' tab is currently selected, showing a table with columns for 'Funds expended', 'Electronic Basic and Preschool Final Report', and 'Project Period'. The 'Expenditure Summary' tab is also visible, showing a table with columns for 'Expenditure Summary', 'Equipment Inventory', and 'Salary Worksheet'. The 'Page Review Status' tab is also visible, showing a table with columns for 'Page Review Status', 'Equipment Inventory', and 'Salary Worksheet'. The 'Overview' tab contains a table with the following data:

Funds expended	Electronic Basic and Preschool Final Report	Project Period
It is important to...	end on June 30th, but the project...	81st. As a result, the final...

Callouts provide instructions for each tab:

- Overview – Informational**: Overview
- Expenditures**: Expenditures – **Required**, This is the entry for all expenditures except salary and equipment
- Equipment Inventory**: Equipment Inventory – This is the entry for equipment purchased. Skip if no equipment purchased
- Salary Worksheet**: Salary Worksheet – This is the entry page for salaries. Skip if no salaries funded
- Expenditure Summary**: Expenditure Summary – **View Only**, summative information
- Page Review Status**: Page Review Status – Used in the review process if the application is returned for changes to unlock pages

Additional text on the screen includes: 'Application', 'Click to Return to District Select', 'Click to Return to Application Select', 'Click to Return to Menu List / Sign Out', 'user ID: PGRAY', and 'NJ Department of Education'.



# Expenditures

Enter a total expenditure amount – no requirement for detail. Breakout Public and Nonpublic

Expenditure Category	Budgeted			Expended			Difference
	Public	Nonpublic	Total	Public	Nonpublic	Total	
100-100 Personal Services - Salaries	252550	0	252550	0	0	0	-252550
100-300 Instruction Purchased Services	5000	0	5000	0	0	0	-5000
100-500 Other Purchased Services	15169	0	15169	0	0	0	-15169
100-600 Instructional Supplies	7848	0	7848	0	0	0	-7848
100-800 Instruction Other objects	1500	0	1500	0	0	0	-1500
200-100 Personal Services - Salaries	344260	0	344260	0	0	0	-344260
200-200 Employee Benefits	149202	0	149202	0	0	0	-149202
200-300 Prof & Tech Services	1611	52002	53613	0	0	0	-53613
200-400 Purchased Property Services	0	0	0	0	0	0	0
200-500 Other Purchased Services	1500	0	1500	0	0	0	-1500
200-600 Supplies and Materials	0	0	0	0	0	0	0
200-860 Indirect Cost	0	0	0	0	0	0	0
400-731 Instructional Equipment	0	0	0	0	0	0	0
400-732 Non Instructional Equipment	0	0	0	0	0	0	0
520-930 Abbott	0	0	0	0	0	0	0
<b>Totals</b>	778640	52002	830642	0	0	0	
<b>Total Transfers</b>							

Carryover/Overpayment Details	Public	Nonpublic	Total
06-07 Carryover/Overpayment	16226	0	16226
06-07 Funds to be returned to NJDOE	16226	0	16226
07-08 Carryover/Overpayment	762414	52002	814416

Reasons funds were expended in unopened items or beyond the 10% transfer limit. (Limit 1000 characters)

Reason for unexpended funds:

Calculate Totals    Save Page


Carry Over Grid –  
NO ENTRY

If the district falls in to the NO  
AMENDMENT status you will be  
required to explain why here

If there are unexpended funds  
an explanation will be required



# Equipment Inventory


**DEPARTMENT OF EDUCATION**

Electronic Web-Enabled Grant System

Applicant Name: \_\_\_\_\_

Application: 200 \_\_\_\_\_

District: 250100

Project Period: 11/1/2008 - 3/31/2009

Basic Final Report ▼

[Printer-Friendly](#)

[Click to Return to District Select](#)

[Click to Return to Application Select](#)

[Click to Return to Menu List / Sign Out](#)

Overview

Expenditures

Equipment Inventory

Salary Worksheet

Expenditure Summary

Page Review Status

400-731  
Instructional Equipment

400-732  
Non-Instructional Equipment

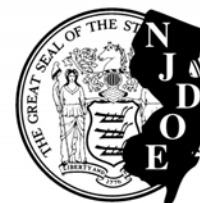
**Equipment Detail** [Instructions](#)

Delivery Date	Description	Manufacturer/Model	Serial/Inventory Number	Public Acquisition Cost	Nonpublic Acquisition Cost	Total Acquisition Cost	Location in LEA	Delete
				0	0	0		<input type="checkbox"/>
<b>Total Inventory Expenditures</b>				0	0	0		

Calculate Totals

Add Additional Entries

Save Page



# Salary Worksheet

Instructional Salaries – entries are rolled into the Expenditures Grid

Non-Instructional Salaries – entries are rolled into the Expenditures Grid

District: 250100  
Project Period: 11/1/2008 - 3/31/2008

Overview Expenditures Equipment Inventory Salary Worksheet Expenditures Summary Page Review Status

100-100 Instruction Salary Worksheet 200-100 Support Salary Worksheet

**Salary Expenditure Detail** [Instructions](#)

Number of staff is required for all rows.  
Position is required for all rows.  
Full Salary cannot be zero.  
Public or nonpublic amount must be specified for each row.

Number of Staff	Position	Full Salary	Public Amount	Nonpublic Amount	Total Amount	FTE	Delete
	Extended School Year	0	0	0	0	0	<input type="checkbox"/>
		0	0	0	0	0	<input type="checkbox"/>
<b>Total</b>	After School Instr. (Tutoring) Classroom Substitutes Content Area Teacher Curriculum Development ESY Teacher Extended School Year Home Instruction Instructional Aid Interpreter Other If Other position is selected:	0	0	0	0	0	
	Resource Teacher - Replacement						
	Resource Teacher - Support						
	Summer School						
	Supplemental Instr. Teacher						
	Supplemental Instruction						
	Teacher - Autism						
	Teacher - Behavioral Disability						
	Teacher - Cognitive Impairments						
	Teacher - Learning/Language Dis.						
	Teacher - Multiple Disabilities						
	Teacher - Preschool Disabilities						
	Teacher - Visual Impairments						
	Training/Professional Dev.						

Add Additional Entries Save Page

Internet | Protected Mode: On 100% 9:29 PM



# Expenditure Summary

Application: 2007-2008 Original Application

Project Period: 11/1/2008 - 3/31/2008

[Print Friendly](#)  
[Click to Return to District Select](#)  
[Click to Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview	Expenditures	Equipment Inventory	Salary Worksheet	Expenditure Summary	Page Review Status
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## Expenditure Summary

[Instructions](#)

Expenditure Category	Allocation	Budget	Paid to Date	Expenses to Date	Balance Due LEA	Funds on Hand
100 Instruction	282067	282067	596810	0	-314743	596810
200 Support Services	548575	548575	48444	0	500131	48444
400 Fac. Acq. & Construction Services	0	0	0	0	0	0
520 Schoolwide	0	0	0	0	0	0
<b>Totals</b>	830642	830642	645254	0	185388	645254

user ID: PGRAY

Allocation and Budget will be the same.  
 Paid to Date will be the entire 08 allocation  
 plus the 07 overpayment.  
 Expenses come from the Expenditures  
 grid



# Page Review Status

This page is used when an application/report is returned for changes. The district can unlock pages that have been locked by the review. The instructions will show you how.

**Applicant Name:** ASBURY PARK Monmouth County  
**Application:** 2007-2008 Original Application  
**District:** 250100  
**Project Period:** 11/1/2008 - 3/31/2008

Options: Basic Final Report  
[Printer-Friendly](#)  
[Click to Return to District Select](#)  
[Return to Application Select](#)  
[Click to Return to Menu List / Sign Out](#)

Overview Expenditures Equipment Inventory Salary Worksheet Expenditure Summary **Page Review Status**

**Page Review Status** Instructions for page.

☐ Expand All

IDEA Final Report	Page Status	Open Page for editing
Basic Final Report		
Overview	OPEN	<input type="checkbox"/>
Expenditures	OPEN	<input type="checkbox"/>
Equipment Inventory		
400-731 Instructional Equipment	OPEN	<input type="checkbox"/>
400-732 Non-Instructional Equipment	OPEN	<input type="checkbox"/>
Salary Worksheet		
100-100 Instruction Salary Worksheet	OPEN	<input type="checkbox"/>
200-100 Support Salary Worksheet	OPEN	<input type="checkbox"/>
Expenditure Summary	OPEN	<input type="checkbox"/>
Page Review Status	OPEN	<input type="checkbox"/>



For assistance with:

the program call

Pat Gray at 609-984-4953 or

[patricia.gray@doe.state.nj.us](mailto:patricia.gray@doe.state.nj.us)

the requirements call

your county supervisor of child study

Coordinated Early Intervening Services Requirements -

<http://www.nj.gov/education/specialed/memos/072808ceis.pdf>

Nonpublic Regulations -

<http://idea.ed.gov/explore/view/p/%2Croot%2Cdynamic%2CQaCorner%2C1%2C>

